

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3320

TITLE: RECREATION REGIONAL SERVICES MANAGER

GRADE: S-25

DEFINITION:

Under general supervision, oversees integration of recreation activities and services in a designated region and plans and directs the overall coordination of regional recreational programs, services and facilities; initiates, develops and manages partnerships with community leaders, schools, agencies, businesses, and not-for-profit organizations to develop programs that support department and community initiatives; uses a team based approach to ensure integration of resources, programs and services; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Examines demographic characteristics of each neighborhood within the region;
Identifies community assets and resources;
Collects and evaluates data necessary to project service needs in a defined region or community;
Plans and coordinates service delivery activities and efforts to meet specific community outcomes through integrated programs, satellite centers and community based programs;
Ensures integration of services and work processes with other public and community organizations;
Develops a regional communication network to share and exchange information on regional issues and trends;
Collaborates with public and community organizations, businesses and citizen groups in targeted neighborhoods to provide service support and resources;
Participates in regional and countywide planning activities;
Oversees programming and work integration efforts within a specific region;
Supports regional staff by providing technical assistance and resources to assist in numerous areas including program development, resource development, outreach, board development, staff management, goal setting;
Advises department senior management on staffing needs and works with division supervisors to reallocate staff and resources as needed;
Reviews regional operating and activity records and participant data and recommends modifications to programs and services;
Coordinates actions to research and resolve challenging and complex customer inquiries and requests for information;
Represents the department on various human service and County teams and committees;

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Conducts and evaluates surveys, studies and other research and prepares recommendations to department director based on research;

Prepares reports and makes presentations to various forums regarding regional services and needs;

Coordinates and/or leads teams;

Coordinates planning, development and implementation of regional goals and objectives;

Coordinates development and implementation of regional policies and procedures;

Manages group processes through facilitation, conflict resolution, mediation, consensus building and leadership development.

Participates in prioritization of budget and assists with grant preparation and funding proposals;

Monitors contracts and provides technical assistance to vendors.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of mission, goals, and objectives of the department and region;

Knowledge of program design, development, execution and evaluation of outcomes;

Knowledge of the principles, practices, and techniques relating to the department operations;

Knowledge of legislation that impacts the regional delivery of services and programs;

Knowledge of systems thinking and management;

Knowledge of group and team dynamics;

Knowledge of cultural differences and diversity issues;

Ability to select and recommend relevant fact-finding techniques (e.g., interview, case analysis, observation, research, surveys, benchmarking, process mapping) to support studies, assessments and evaluations;

Ability to design studies and assessments to identify patterns and trends in data, and to describe/structure findings;

Ability to develop and evaluate solution proposals and recommend the most appropriate alternative for implementation based on relative benefits, costs and overall impact on the project, program or organization;

Ability to communicate effectively both verbally and in writing;

Ability to develop and present effective presentations to department staff and management, senior County management, or the public;

Ability to evaluate proposals and solutions in terms of benefits, costs, and overall impact on the project, program, or organization;

Ability to use word processing, spreadsheet, and presentation software to prepare documents and to store, manipulate, analyze, and present information;

Ability to manage a project from conception to completion;

Ability to facilitate and lead a project team;

Ability to communicate with a diverse population;

Ability to communicate and coordinate across functional boundaries;

Ability to manage and resolve conflict.

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EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited college or university with a Bachelor's degree in psychology, recreation, social work, business administration, organizational development, public administration, or a related field; PLUS

Four years of progressively responsible professional experience in work related to recreation management, social work, business management, organizational development, or community development.

ESTABLISHED: July 18, 2007